

# ***Student Handbook***

## **FY 2006**



U S ARMY  
LOGISTICS MANAGEMENT COLLEGE  
FORT LEE, VIRGINIA

Educational Excellence for Tomorrow's Defense

[HTTP://www.almc.army.mil](http://www.almc.army.mil)

## **FOREWORD**

Welcome to the U. S. Army Logistics Management College (ALMC). I am confident that your association with us will be both personally and professionally rewarding. I believe that this student handbook will answer many of the questions you may have concerning your stay at the College. If you have any other questions or problems that are not covered in the student handbook, call Student Services Office, (804) 765-4980/4737.

The College was established in 1954 with the mission to conduct a 12-week Army Supply Management Course. Today, we are a multi-faceted institution and graduate nearly 30,000 students annually. We are dedicated to providing quality products and services.

As one of three U.S. Army Training and Doctrine Command colleges, ALMC shares in a common objective to ensure that our Armed Forces stay trained and are ready to fight and win quickly with minimum casualties and loss of resources. Our role in pursuit of this objective is to develop and present quality education programs in logistics science, management science, and acquisition management to personnel of the Department of Defense, other Federal agencies, and foreign governments (both military and civilian). In addition, ALMC offers research and consulting services that contribute to materiel readiness and improve acquisition and logistics management. We also provide information services for use throughout the Federal Government. Our homepage can be found at <http://www.almc.army.mil>.

**We truly are “AN ARMY OF ONE” here at ALMC.....the Army’s Premiere Logistics Education Institution!!!**

*SHELLEY A. RICHARDSON*  
SHELLEY A. RICHARDSON  
Colonel, QM  
Commandant

## IMPORTANT TELEPHONE NUMBERS

ALMC Registrar	Commercial DSN	(804)	765-4965 539-4965
ALMC Staff Duty Officer	Commercial DSN	(804)	765-4160 539-4160
	After Duty Hrs	Pager	(800) 946-4646 PIN 1723737
ALMC HHC/Student Services*	Commercial DSN	(804)	765-4368/4737 539-4368/4737
	After Duty Hrs	HHC Cdr. Cell Phone	1-804-479-0641
ALMC Official Mailroom Fax	Commercial DSN	(804)	765-4663 539-4663
Fort Lee Operator	Commercial DSN	(804)	765-3000 539-3000
Fort Lee Lodging Operation Office	Commercial Toll Free DSN	(804) (800)	734-6694/98 403-8533 687-6694/98
Carlson Wagonlit <u>Official</u> Travel Office	Commercial Toll Free	(804) (800)	733-1460 916-3456
Travel Agents International Office	Commercial	(804)	734-6255
Groome Transportation (Airport Shuttle)	Commercial	(804)	748-0779
Taxi	Commercial	(804)	458-2535 862-1108

\*HHC/Student Services will post official messages for resident students during duty hours.

The word "he," when used in this publication, represents both the masculine and feminine genders unless otherwise specifically stated.

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## **ARRIVAL AND DEPARTURE**

Students should report to the Green Auditorium in the ALMC building, Bunker Hall (Building P- 12500), 2401 Quarters Road, not later than 0750 on the first day of class for orientation unless otherwise notified for individual courses. Unless otherwise annotated in the front cover of this book, you can expect to graduate not later than 1100 on the last day of class. You should not plan your departure from the Fort Lee area before 1200 or from the Richmond International Airport before 1300. During orientation, you will be informed of the location of your class. **CLC3 students will be in-processed thru HHC ALMC prior to their class start date.**

**If your class is located in Mifflin Hall (Bldg. 5000), please see appendix F for additional information.**

## **LOST LUGGAGE**

Before leaving the airport, students should contact the airline and inform them where the lost luggage should be delivered. If you are staying in a motel, it should be delivered to the motel. If you are staying in lodging, it should be delivered to the Fort Lee Lodging Operations Office Bldg. 8025, so a clerk can sign for it. The clerk will notify students when their luggage has arrived. If luggage has not arrived before the class starts or for assistance in locating it, contact the Student Services Office on the first day of class.

## **HEADQUARTERS AND HEADQUARTERS COMPANY (HHC)**

The Headquarters and Headquarters Company (HHC) and Student Services Office is located in Building P-12500 (Bunker Hall/ALMC), room B-135. After entering the front entrance of Bldg. P-12500, the HHC is the first office on the right. Personnel are available to assist with administrative problems. Brochures outlining historical and recreational attractions in the local area are available in room B-118. Telephone messages will be handled as follows:

- a. Routine telephone messages received on lines DSN 539-4737/4368 or (804) 765-4737/4368 during normal duty hours will be placed in the filing cabinet in HHC where incoming faxes are also filed.
- b. Emergency calls received during normal duty hours should be directed to the HHC/Student Services Office. Students will be called from class to take emergency calls. Emergency calls received after duty hours will be handled first by the Staff Duty Officer (Pager # (800) 946-4646 PIN 1723737 (within the Richmond Metropolitan Area) and second by the HHC/Student Services Commander (Cell Phone (804) 479-0641).

- c. Students wishing access to electronic mail accounts should refer to page 12 of the handbook, ALMC INFORMATION CENTER.

There is a telephone room across from classroom B-213. **Long distance calls (DSN or commercial) will be the responsibility of the students attending classes at ALMC (effective 1 Oct 02).** Telephone access codes for students **will not** be authorized at ALMC. Students requiring long-distance access should be provided (by their sending unit) alternate methods such as pre-paid phone cards or a telephone credit card. **EMERGENCY** calls will be cleared and

placed through HHC/Student Services Office. All telephones access codes for students will be handled by HHC/Student Services Office in B-135.

## **OTHER MILITARY REPRESENTATIVES**

The liaison for Navy personnel is located in room A-323; the phone number is DSN 539-4718 or (804) 765-4718. The administrative matters for the Navy, will be conducted by the Yeoman who can be reached at DSN 539-4336 or (804) 765-4336. The Air Force representative at ALMC is located in room A-318; the phone number is DSN 539-4117 or (804) 765-4117. The Marine Corps representative at Fort Lee is located in Bldg. 9302; the phone number is DSN 687-7720 or (804) 734-7720.

## **ARMY RESERVE AND ARMY NATIONAL GUARD STUDENTS**

To support Reserve Component Students, the U.S. Army Logistics Management College has a Deputy Assistant Commandant – Army Reserve and Deputy Assistant – Army National Guard. That officer is available to assist Reserve Component personnel with administrative issues as well as academic and career counseling. The Deputy Assistant Commandant- Army Reserve is located in room A-123. The telephone numbers for that office are commercial 804.765.4636 or DSN 539-4636. The Deputy Assistant Commandant – Army National Guard is located in Room A-121. The telephone numbers for that office are 804.765-4472 or DSN 539-4472.

## **STUDENT ADMINISTRATIVE INFORMATION**

### **Attire**

The ALMC uniform for **USA Personnel** is Class B or Battle Dress Uniform (BDU) **with the exception noted below.** **USN Personnel:** E7 and above, summer khakis or Battle Dress Uniform (BDU) for units authorized BDUs. For E6 and below summer whites or winter blue uniform as appropriate. **USMC Personnel:** Service B or service C (contact Fort Lee USMC DET Commander for switchover dates) or Camouflage Digital Utilities. **USAF Personnel:** Short or long sleeved shirt/blouse and pants/skirt or BDU/CDU (Camouflage Desert Uniform). Flight suits are not authorized. **USCG Personnel:** Coast Guard Class B (winter uniform) or tropical uniform for summer.

**As an exception,** military students attending the **Combined Logistics Captains Career Course** (CLC3) are required to wear BDU's and are required to bring Dress Blue and Class A uniforms. Military students attending the **Logistics Executive Development Course** are required to bring BDU, Class A uniforms and Dress Blues (if attending during the ALMC Spring Formal (Dining Out) timeframe. Military students attending the **Combat Service Support Pre-Command Course** (CSSPCC) will wear the BDU's only. Military students attending the **Logistics Pre-Command Course** (LPCC) will be given the option to wear Class A, Class B, or BDU's. The welcome letter for the LPCC will contain additional information for the different iterations of the course. The Class A uniform is required for the **ORSA Military Applications Course** graduation ceremonies.

Military students attending the **Army Acquisition Basic Course** at Huntsville will wear Class Bs on day one and other select days, but will primarily wear civilian clothes and follow the civilian dress code below.



**Civilian** students, while attending ALMC courses, should wear **business** casual attire. Business casual attire is defined as dress slacks, shirts with collars, dress shoes/loafers and the equivalent attire for women. Shorts, sandals, athletic shoes, tank tops, jeans and athletic sweat suit are **not** considered appropriate business casual attire. National Guard and Army Reserve technicians will wear appropriate office civilian attire when not on military orders.

## **Army Weight Control Program**

ALMC enforces the Army Weight Control Program in accordance with AR 600-9 (The Army Weight Control Program). All incoming military personnel for the following course will be weighed on the first day beginning at 0700: **ORSA Military Applications Course** (Phase 1). The **CLC3** weigh-ins are on the first day at 0630 hours (students should refer to in processing schedule received upon signing in to HHC). **CLC3** students must pass an APFT to be eligible to graduate. Military personnel in the **Logistics Executive Development Course** will be weighed-in on the second day. Military students in the **Associate Logistics Executive Development Course (ALEDC)** (Phase 1 through Phase 5) will be weighed in as required on each student's orders. **Weigh-in attire** will be service appropriate uniform or the Army Physical Fitness Test summer uniform (no spandex). Personnel who fail to meet standards will be administered the body fat analysis. Students exceeding the body fat standard will be denied enrollment. Students who do PT on Fort Lee are **required** to wear a reflective belt before 0800 hours and after 1600 hours. For those students running on the Petersburg National Battlefield, it is recommended that you wear your Army PT uniform.

## **Family Care Plan**

In accordance with AR 600-20, (Army Command Policy) or other appropriate service regulations, military students must maintain a Family Care Plan with HHC, while attending resident instruction. Soldiers will meet with the HHC commander and review and update their plan and complete the required counseling worksheet within the first week of the course. Each plan will be approved by the HHC commander and filed with HHC within 2 months of counseling and maintained with HHC for 90 days after the student completes his course. For availability of childcare on Fort Lee, see Childcare, page 10, in this handbook.

## **In-processing Registration**

All Army military personnel not assigned to Fort Lee must be attached if they are TDY here in excess of 30 days. A copy of those orders will be collected during initial in-processing. All Army military personnel on permanent change of station orders (CLC3 & LEDC/FIT students) must bring their DA Form 31 (Request and Authority for Leave), DD 93 (Emergency Data), and SGLV to the Student Services Office to sign in.

## **Student TDY Travel Advances**

All incoming students are encouraged to get their travel advances before they arrive at ALMC or bring their Government-issued credit card. The military pay cell at Fort Lee will not be able to provide travel advances.

## **TDY/Temporary Additional Duty (TAD) Orders**

Students should bring a minimum of 10 legible copies of TDY/TAD orders with them to ALMC. Three copies (U.S. Army military personnel, four copies) are needed for in processing. Some

places of lodging also require orders. Students must have at least one copy of their orders with them at all times.

## **Firearms**

All privately owned firearms must be registered with the Provost Marshal within 72 hours of arrival at Fort Lee. Firearms may not be kept in post lodging. ALMC does not have facilities to store firearms. Personnel who desire to bring firearms must make their own arrangements for storage off of Fort Lee property.

## **Student Copier/Data fax**

A student copier and facsimile machine is located inside room B-135. Both the copier and the facsimile machine are for official use only and under the control of HHC/Student Services Office. The facsimile number is DSN 539-4777 or (804) 765-4777.

## **Student Supplied Material**

Students should bring their own paper and pencils to class. It is recommended also that a calculator and a 3-ring binder be brought to class. Expendable supplies are not issued to students but may be purchased at the ALMC Bookstore.

## **Academic Evaluation Reports (AER)**

Army student personnel enrolled in courses that exceed 60 working days will receive a DA Form 1059, **Academic Evaluation Report (AER)**, upon completion. The college issues Reserve Component students a DA Form 1059 for courses of 15 working days or more upon completion. Students enrolled in the Associate Logistics Executive Development Course (ALEDC) will receive DA Form 1059 only upon completion of all five phases of the course. Student attending their last required phase of the ALEDC in resident should notify the course director upon arrival that they will complete the course. The course director will validate course completion with the college training officer and request preparation of DA Form 1059.

## **Course Evaluation Questionnaire - (CEQ)**

At the end of each course, students will be given a CEQ to complete. In completing the questionnaire, please give specifics regarding a particular situation or incident. Input on the CEQ will allow ALMC to improve the quality of its service.

## **Postal Services**

Students attending ALMC courses that are longer than two weeks are authorized a mailbox. Students can also receive mail via the Internet while at ALMC. See page 12, ALMC Information Center for details.

Students who are expecting to receive mail and do not have an assigned mailbox, should come to the ALMC mailroom, room C-134 to check for their mail. The hours of operation are 1030-1630 hours M-F.

The Fort Lee Lodging operation cannot accept regular mail. Packages delivered by Federal Express, United Parcel Service (UPS), Airborne, etc. can be received at the front desk.

If you are scheduled to attend a course at ALMC, please use the following address and your mail will be held for you:

US ARMY LOGISTICS MANAGEMENT COLLEGE  
STUDENTS NAME COURSE ACRONYM AND NUMBER  
BLDG 12500  
2401 QUARTERS ROAD  
FORT LEE VA 23801-1705

Outgoing personal mail should be placed in the mailbox located in front of ALMC at the main entrance. Mail collection is Monday through Friday, 1230/1630 hours and Saturday, 1600 hours.

The ALMC mailroom is located in room C-134 and is open 10:30-16:30 Monday through Friday for students attending courses at ALMC. Mailroom phone numbers are (804) 765-4001/4002/4233 or DSN 539-4001/4002/4233. The ALMC mailroom is authorized to provide lockbox and re-route services only.

Postage stamps and other postage needs and services are provided at the Fort Lee Post Office, Bldg. 9030, Monday through Friday 0730-1630 and on Saturday 0900-1100. The telephone number is (804) 861-0456.

Due to the high cost of postage, ALMC will not ship course materials to a student's home/duty station upon completion of a course. The only exception to this policy is the students who are attending the Combat Service Support Course, Logistics Pre-Command Course, and international military students.

It is also advised that students attending CLC3 who depart Fort Lee to attend the Phase 2 and Phase 4 should complete a DD 2258 (Temporary Mail Disposition Form) before they leave. If a student does not fill out this form, mail will be retained in the ALMC mailroom during his Phase 2 status. **However, mail will be returned to sender if a DD 2258 is not filled out prior to departure for Phase 4.**

## **Student Parking**

Student parking is authorized in the paved, wooded lot in front of and to the east of Bldg. P-12500 and in the Jessup Street lot near the traffic light at the intersection of Jessup Street and Mahone Avenue (See Appendix B-2, ALMC Campus Area.). Students are NOT allowed to park in the lots behind Buildings P-12500, P-12400 and P-12401. This includes the streets leading into and out of the lots. Valuables should be removed from parked vehicles and vehicles should be locked at all times. Please adhere to the following rules:

### **Parking Rules:**

- a. No parking on the grass.
- b. All four wheels of the vehicle must be on the asphalt.
- c. Park where white lines have been marked for individual spaces.

- d. Do not park beside or in front of fire hydrants.
- e. Do not park where there are reserved spaces; i.e., marked VIP/Commandant's guest or reserved car pool.
- f. Do not park where there are white diagonal lines. These have been marked for a reason.
- g. There is absolutely **no** parking in the semi-circular driveway in front of Building 12500.

### **Handicapped Parking**

Students with disabilities may park in the designated parking spaces behind Bldg. P-12500 (in the staff and faculty parking lot). Students must bring a temporary windshield pass/decals with them, or the license plate must be annotated as handicapped. Virginia state laws **prohibits** ALMC from issuing handicap decals or license plates.

### **Vehicles**

Fort Lee is no longer an open post. **Students who do not have DoD stickers on their vehicles will be issued passes at the Lee Avenue Gate ONLY upon their arrival to Fort Lee.**

Students with POVs are required to bring proof of registration, insurance and a valid driver's license to obtain the vehicle passes thru the Lee Avenue Gate. Liability insurance is required by the state in which the vehicle is registered. The state of Virginia has a compulsory liability insurance law. A minimum of \$25,000 personal liability and \$5,000 property damage coverage is required.

Drivers involved in a vehicular accident on post are required to report the accident to the Provost Marshal, Building 8526. The telephone number is (804) 734-7400/7428. Accidents that cause damage in excess of \$500 or result in personal injury must be reported to the local police department so that the Virginia Division of Motor Vehicles (DMV) can be notified. If the police are not called, students should contact their insurance agent who will notify DMV. There is a requirement that DMV be notified within 5 days of the accident.

### **Winter Weather Procedures**

In the event of adverse winter conditions (snow, ice storm, hurricane, etc.), the following procedures will apply for both closings and delayed openings:

- a. Students should tune to local radio stations (WMXB – FM 103.7, WRVA 1140 AM, WKLR 86.5 or WKHK 95.3)) or television stations (WTVR Channel 6, WRIC Channel 8, WAVY Channel 10 or WWBT Channel 12). Fort Lee's command information channel, Channel 70, also displays information on both closings and delays
- b. Students staying in the Fort Lee Lodging may contact the front desk to determine if adverse weather conditions have impacted Fort Lee operations.
- c. Students may also check the WEATHER ADVISORY section of the student message board.
- d. If Fort Lee is closed due to inclement weather, ALMC will also be closed.

### **Graduation Day Adverse Weather**

Classes will be held on graduation day if adverse weather results in a delay of two hours or less. If Fort Lee is closed or there is a delay in excess of two hours, TDY students are advised to

depart this duty station when it is practical and safe to do so. Course certificates/diplomas will be mailed to all graduating students.

It is suggested that students with airline reservations check with their airlines for latest flight information before departing. Highway information may be obtained from local radio and television stations.

## **OTHER INFORMATION**

As of September 2002, the Army Logistics Management College is an **Accredited** Institution per the Committee of the Council on Occupational Education.

## **STUDENT WELFARE AND CONDUCT**

### **Smoking**

ALMC is a smoke-free building. For Bldg. P-12500, the designated smoking areas are clearly marked. Smoking is prohibited in all but these designated areas. The course director or instructor will provide information on the appropriate smoking area for other buildings.

### **Student Conduct**

Students are required to demonstrate conduct that is appropriate for an academic environment at all times. Disruptive conduct will not be tolerated. After-hours activities will be conducted in a manner that reflects favorably on the students and ALMC. Students will comply with all applicable service regulations, instructions, and/or directives as well as all local, state, and federal laws.

### **Absenteeism**

Students must obtain approval from their course director if they plan to be absent from class. Annual leave and planned sick leave must be approved in advance. In the event of absence for emergency or sudden illness, students must notify the course director, HHC or the Staff Duty Officer (SDO) (see page i, IMPORTANT TELEPHONE NUMBERS) as soon as possible. Course directors will coordinate action for the student through the appropriate School Dean, the Assistant Commandant and the Director of Administration and Services (DAS). After duty hours, calls will be handled first by the ALMC SDO (Pager # 1-800-946-4646 (PIN 1723737)) and second by the HHC/Student Services Commander (Cell Phone (804) 586-4294). Absence without approved leave is grounds for dismissal. Leave taken by civilian students during school attendance will be recorded on Standard Form 71 (Application for Leave) and reported to the student's home installation by the DAS, Registrar's Office. Leave and passes for military students will be processed in accordance with AR 600-8-10 (Leave and Passes Regulation) or other appropriate service regulation. Requests will be initiated with the student's course director or, in the case of an emergency, with the SDO, and will be coordinated with ALMC's HHC Commander and the student's unit commander.

## **Nonattribution**

ALMC supports a policy of academic freedom. Guest lecturers, faculty and students are encouraged to state their opinions and support or criticize any objective, policy, or procedure in the pursuit of knowledge, understanding or improvement of management. Such comments made by individuals or groups in the college forum will be safeguarded through the practice of nonattribution.

## **Honor Code**

Course directors (or their authorized representatives) will brief all incoming students on ALMC's Honor Code and recommend disciplinary action to the Assistant Commandant against anyone suspected of violating the code. After notification of a report of an Honor Code violation, the Assistant Commandant will appoint an Honor Committee to consider evidence, interview witnesses and forward the findings and recommendations to the Assistant Commandant for a decision.

## **Safety Precautions for Pedestrians and Troop Formations**

In accordance with Fort Lee Policy Number 15.96, Subject: Safety Precautions for Pedestrians and Military Troop Formations, please adhere to the procedures below. The term "pedestrian" includes, but is not limited to, runners, walkers and joggers. Pedestrians will wear retro-reflective clothing that is visible in all directions while traveling on roadways after 1600 and before 0800. Pedestrians will face traffic and will not use headphones or earphones. Runners will carry flashlights while running during hours of darkness and limited visibility. First Street and 20<sup>th</sup> Street from B Avenue to Shop Road are all closed to vehicular traffic Monday - Friday, 0500 to 0730. Retro-reflective clothing is available in limited quantities for guests of the Fort Lee Lodging Office and at physical fitness facilities on Fort Lee.

## **TRANSPORTATION**

Students arriving by automobile may enter Fort Lee via I-95 (Temple Avenue Exit) or I-295 (Fort Lee Exit) through the Lee Avenue Gate off Highway 36 or through the Mahone Avenue gate from Route 460 (see map on page B-3). Only vehicles with DOD stickers will be allowed in gates other than the Lee Avenue gate. All rental or POV's without stickers will be required to get a Visitor's pass at the Lee Avenue gate (\*see **VEHICLES**). Those arriving by air at Richmond International Airport (RIC) may arrange transportation to Fort Lee and surrounding areas with Groome Transportation or local cab companies. Cost for transportation from RIC to Fort Lee with Groome Transportation is \$29.00 per person. Group rates are available if more than one person is commuting at a time to the same stop. Groome's phone number is (804) 748-0779 and it is located outside the baggage area at the airport. Taxi services are available on post (to include weekends and holidays) and throughout the surrounding area. Taxis also provide airport transportation. **Shuttle bus service will be provided by the Lodging Success Program (LSP) hotel (see Lodging section).**

### **Rate Schedule for Local Taxis:**

**Between RIC and Fort Lee - \$33.00**

**To :** the Tri-cities area - ranges from \$5.00 to \$7.50

: the Southpark shopping malls - \$5.00

: Exits 45 & 58 on I-95 Hotels - \$13.00.

: the Prince George Courthouse area - \$6.50.

: the Amtrak Train Station in Ettrick - \$8.00.

**On post:** \$1.40 per person **anywhere** on post - \*\*If the taxi is asked to “wait” for a passenger at a stop on post - \$.20 per minute.

All above fares are for capacity of taxicab (1-5 passengers) from one point of origin to one destination point. Between 2100 to 0600 hours a \$1.00 nightly differential exists for on-post to off-post fares and off-post to on-post fares. Burgess and Rainbow are the contracted companies on post and are required to post a rate chart in all cabs. Phone numbers are listed on page i.

Students needing transportation to the airport may sign up with Groome Transportation (if at all possible) not later than 1200 on the Wednesday before their departure from Fort Lee. To reserve transportation, student must contact Groome Transportation directly. A telephone for student use is located across from room B-213.

### **CARLSON WAGONLIT OFFICIAL TRAVEL/TRAVEL AGENTS INTERNATIONAL OFFICES**

The Carlson Wagonlit Official Travel Office (Bldg. 12010) is located on the first floor, room 129 of the Soldier One-Stop Center, on the corner of Adams Avenue and 34<sup>th</sup> Street. The Official Travel Office will assist students needing off-post hotel or motel accommodations in the local area during their stay and provide information and reservation service on all airlines. The telephone number is (804) 733-1460 or toll free 1-800-916-3456. Hours of operation are Monday through Friday 0730-1615, closed Saturday and Sunday.

The Travel Agents International Office is located in the PXtra Mall, Building 9025 on Mahone Avenue. The telephone number is (804) 734-6255. Hours of operation are Monday through Friday 0900-1700, closed Saturday and Sunday.

### **ACCOMMODATIONS FOR PERSONS WITH DISABILITIES**

ALMC has the following equipment available to persons with disabilities:

Scanners/readers

Talking calculators

Zoom text software

Braille embossers

Closed caption decoders

Handwriting Stands

Keyboard w/mouth and hand wands

Braille Interface Translator

Talking dictionaries

Speech synthesizers

Telecommunication & amplification

Devices

Left and right hand keyboards

HC Open Book Monitors

Computer, Arkenstone, HC Open Book

Additionally, students who need a sign language interpreter for training that is **2 days or longer** may submit an application through their supervisors and training officers to:

DOD COMPUTER/ELECTRONIC  
ACCOMMODATIONS PROGRAM  
OFFICE (CAP OFFICE)  
TRICARE MANAGEMENT ACTIVITY  
5111 LEESBURG PIKE SUITE 810  
FALLS CHURCH, VA 22041

DSN 761-8813  
(703) 681-8813  
TTY (703) 681-8813  
FAX (703) 681-9075

The CAP Office must receive the application at least **4 weeks before** the date the service should begin.

Training officers **must indicate** in the Army Training Requirements and Resources System (ATRRS) that a student has a disability, the nature of the disability and that a CAP application has been submitted. A copy of that application should be sent to the ALMC Registrar (US ALMC, ATTN ATSZ-DAS-ASO-R, 2401 Quarters Rd, Fort Lee, VA 23801-1705), DSN 539-4965, (804) 765-4965 or FAX DSN 539-4240.

The CAP Office will review the application. If the application is approved the CAP office will contract for the service and advise the ALMC Registrar's Office and the submitting office of the vendor. ALMC will coordinate with the vendor concerning dates, times, location and meeting with the student.

## **CHILD CARE**

Under Virginia law, it is a misdemeanor for a parent or guardian to neglect his child. A "neglected child" is defined as any child "who is without parental care or guardianship caused by the reasonable absence ... of the child's parents, guardian, legal custodian or other person standing in loco parentis." See Sections 18.2-371 and 16.1-228, Code of Virginia. Fort Lee's Child Development Center (CDC) offers full day programs for children six weeks thru kindergarten. There is a waiting list for most childcare programs. You are strongly advised to put your child's name on the waiting list as soon as possible. Childcare services may not be readily available at Fort Lee or in surrounding civilian communities. The Family Childcare (FCC) program offers care to children four weeks to 12 years of age. Military family members provide services in their Government quarters. The School Age Services (SAS) program offers a before-and-after school and full-day summer fun program for children in 1<sup>st</sup> grade thru 5<sup>th</sup> grades. Program eligibility is based on the grade participants have just completed, not the new grade they will enter in the Fall for the next school year (i.e., children completing 5<sup>th</sup> grade are still considered 5<sup>th</sup> graders for the summer program). School-age hourly care is available on a space-available basis.



Students coming to Fort Lee in a TDY or PCS status should call the Central Registration Office at (804) 765-3852 to put their children's names on the future needs list before they arrive. Parents must register their children before receiving childcare services. Updated immunization records and original birth certificates are required at time of registration. Physicals are required within 30 days of registration but a physical that is less than a year old will also be acceptable. Parents need to have at least three (3) local emergency contact names and numbers (two would be the ALMC Commander and ALMC First Sergeant) when registering their child. Parents with children who have special needs (to include asthma) need to let CYSD know upon first contact.

More information on Fort Lee's childcare program can be found on the web at:  
<http://www.leemwr.com>

If a student fails to obtain child care services within a reasonable period of time, the Assistant Commandant, ALMC, may relieve the student from the course for cause. Relief for cause is a permissible administrative response to a student who fails to provide adequate supervision for his minor children.

## PET CARE

All pets living on post must be registered within three days at the Veterinary Treatment Facility (VTF) after arrival to Fort Lee. Proof of current vaccination is required or your pet/pets will need to be vaccinated. All animals residing on post need to be **microchipped**. Please be sure to bring your pet/pets veterinary treatment records. Call for appointments at 734-2446. All pets must have protection from the elements (wind, rain and sun) with food and water. Military personnel living off post must have a dog license from their local area and current vaccinations. Local ordinance and Fort Lee Supplement to AR 40-905 require immunization of dogs, cats and horses against rabies. All dogs and cats must be on a leash at all times when outside fenced pens (housing restrictions apply). Any pets kept on post must also be registered with the housing office. Ownership of more than two pets in family housing areas is prohibited. Nursing litters will be permitted for a period of time, not to exceed 3 months after whelping or queening. **The breeding or raising of pets on post for the express purpose of profit is prohibited.** Animals are not allowed in play grounds, tot lot areas, public buildings, swimming pools, sports areas, tennis courts, golf courses, parade grounds, public gatherings or in post lodging. Animals found running loose on Fort Lee will be picked up by the MP's and taken to the Fort Lee Impound Facility, Bldg. 11027. The animals are held three working days before becoming Government Property and either humanly put to sleep or adopted by new owners. **Note:** *Animal abandonment is punishable under the Code of Military Justice System (IAW AR 40-905) and Virginia State Law.* Additional information on Fort Lee facilities for pet care can be found on the Veterinary Treatment Facility web page: <http://www.leemwr.com>.

## ALMC FACILITIES

## **ALMC Cafeteria**

The ALMC cafeteria, located in B-wing, Bldg. P-12500, offers a variety of items, including hot entrees served daily, grilled items and Robin Hood sandwiches. For hours of operation, see APPENDIX A.

## **Bookstore**

The ALMC Bookstore, an Army and Air Force Exchange Service (AAFES) facility, is available in Bldg. 12500. All students are authorized to purchase books, paper, pencils and other supplies directly related to their class work. Civilian students must show a copy of their TDY orders when making a purchase.

Military and civilian students may purchase software at an academic price with an ID and a copy of orders stating their attendance at ALMC. The hours of operation are from 0730-1500, Monday through Friday. The telephone number is (804) 861-6598.

## **Library**

The Army Logistics Library is located on the second floor of Building P-12500, room B-206. The library hours are Monday through Thursday, 0800-1900, and Friday, 0800-1630. The library is closed for federal holidays. Material in the library is selected to complement the courses and further understanding of logistics management and general politico-military subjects. Current newspapers and magazines also are available.

Library checkout privileges are granted to ALMC students and staff, and to Fort Lee civilian and military personnel. Access to the library's online resources is through the Army Logistics Library web page located on the ALMC Homepage website: <http://www.almc.army.mil/library>.

## **Information Center**

ALMC's Information Center (IC) is located in room C-207 and is equipped with 19 Pentium 4 personal computers and 2 laser printers. Laser printers are connected to all PC workstations via the local area network (LAN). All PCs are connected to the LAN and may be used to access the World Wide Web . There is also a laptop/notebook printer station available in this room.

The IC hours of operation are 0630-2000, Monday through Thursday, and 0630 – 1700 on Fridays. IC users are required to sign the log for each visit (indicating the time of the visit, course and the IC resource being used). IC users are required to comply with the regulations governing the use of software and Government-owned computers.

Software available for use in the IC includes the following: Microsoft Windows XP is the operating system software for the 19 computers or stations. All of the stations have Office 2003 (MS Word, Excel, PowerPoint and Access), Adobe Acrobat Reader, Internet Explorer and OPLOG Planner.

If all the PCs in the IC are in use, the simulation rooms on the first floor of B-wing have computers that may be used if the rooms are not scheduled. All simulation rooms print to a networked printer located in the outer area of Room B118.

## **Chaplain**

The ALMC Chaplain is on duty in room A-114, Bldg. 12500 and can be reached at (804) 765-0249.

## **ALMC Barbershop**

The ALMC Barbershop is located in the C-Wing on the 2<sup>nd</sup> floor. The hours of operation are 0800-1700. Course Directors/Instructors will be notified on the days that it is open so that students can be informed.

## **FORT LEE SERVICES AND FACILITIES**

### **Fort Lee Lodging/MTSS Information**

Since 1 October 2002, Military Training Service Support (MTSS), is in effect at Fort Lee for AC, USAR and ARNG students TDY to attend ALMC courses. MACOMS/Commands will not fund the cost of lodging, meals and selected transportation. The MTSS Program will centrally fund these costs. It is imperative that Active Army, ARNG, and USAR students be informed of the DA MTSS test prior to departing from their home unit. MTSS test program information can be viewed online at [www.hqda-odcsops.army.pentagon.mil/mtss](http://www.hqda-odcsops.army.pentagon.mil/mtss). Sending organizations are to provide a copy of the Ft Lee Fact Sheet to their students. See the Sample DD Form 1610 (Lee) – (this is what the MTSS travel orders should look like) and DA Msg Lessons Learned (Lee).

Incoming AC, USAR, and ARNG students are not required to call the Fort Lee Lodging Operations for room reservations. On post lodging in transient quarters will be blocked or lodging off post will be reserved through the Army Central Reservations Center (CRC) for ALMC MTSS students in advance of their arrival based upon ATRRS input. MTSS students may **not** obtain a certificate of non-availability (CAN) of government quarters. Upon arrival at Fort Lee, AC, USAR, and ARNG students must report to the Fort Lee Lodging Office, Bldg 8025, located on Mahone Avenue for room assignments. If off post lodging has been reserved, the lodging clerk will issue the student a MTSS Referral Sheet so that the hotel charges the cost of the room to the MTSS program, not to the student. Students should **NOT** report to the hotel without the MTSS Referral. Students with more than 5 class days remaining may be required to move to an on-post room when one becomes available. Reporting early to Fort Lee is not authorized. Students will not be paid per diem, allowance or transportation prior to the report date specified on their orders. The report date for ALMC classes is ONE day prior to the actual class start date to allow for travel. However, meals will be provided under MTSS from course START date through graduation date. Subsistence in travel status is covered by per diem. Since 1 April 2003, MTSS test participant's orders direct government deductible meals (proportional per diem) for weekends only. The full locality meal rate will be directed for weekends and federal holidays. The weekend and holiday meal costs will be borne by the order issuing activity. On all other TDY, ALMC test students will be required to obtain breakfast and lunch in the ALMC Cafeteria. The dinner meal will be offered by MWR. See the ALMC website Homepage for further information on MTSS Pilot Program. **If** the order issuing unit authorizes a POV, reimbursement is limited to 5 miles per day when lodged on-post and 12 miles per day when lodged off-post.

**ALL OTHER ALMC STUDENTS** or training managers are required to call the Fort Lee Lodging Operations Office 30-60 days before the class start date to determine availability of on-post quarters during training. The telephone numbers are: DSN 687-6694/6698 or (804) 734-6698/94 or 1-800-403-8533. If Government quarters are available, a confirmation number will be issued. If quarters are not available, Fort Lee Lodging will advise the traveler to call Army Lodging Central Reservations Center (1-800-GO-ARMY) for reservations at the LSP hotel. In the event that LSP rooms are not available, the Central Reservations Center will issue a non-availability number. Travelers obtaining a non-availability number from the Central Reservations Center may contact the Carlson Wagonlit Official Travel Office (Building 12010) for off-post hotel accommodations during their course stay and for information and reservation services on all airlines. The telephone number is (804) 633-1460 or toll free 1-800-916-3456. The hours of operation are Monday through Friday 0730-1616, closed Saturday and Sunday.

If reservations are not made in advance with the Fort Lee Lodging Office, non-MTSS test students must report to Building P-8025 immediately upon arrival at Fort Lee to obtain an Army Lodging assignment. Students will be assigned a room or referred to the Central Reservations Center. Students who fail to report or decline designated Government quarters will be reimbursed at not less than the cost of the available Government quarters. Student reservations will not be held beyond 1800 EST without a credit card guarantee. If a reservation is cancelled before 1800 on the arrival date, the student will be given a cancellation number and no charges will be made to their account. If a student fails to arrive or fails to cancel before 1800 on arrival date, a one-night room charge will be applied to their account. Quarters' assignments made for TDY personnel are for the entire period of TDY (from the arrival date to the departure date). On-post check-in time starts at 1500. Students arriving at Lodging Operations prior to 1500 may be required to wait while a room is cleaned. Checkout time is at noon Monday through Saturday and at 1000 on Sundays and holidays. All on-post lodging rooms have internet access, refrigerators and microwave ovens or stoves. Dishes, pots, pans, etc. are not provided.

Students in the Visiting Officers Quarters (VOQ's) must pay their bills every thirty days or upon check out, whichever comes first. Students in VOQ's should retain their room keys until the end of their stay, even if they depart for weekends, and upon checkout they should turn in the keys at the front desk. Students billeted in local hotels or motels are responsible for paying their bills in accordance with individual hotel or motel policy.

Additional information for Fort Lee Lodging can be found by clicking on the lodging icon on the Morale, Welfare and Recreation web page at: <http://www.leemwr.com>.

### **LOGISTICS EXECUTIVE DEVELOPMENT COURSE (LEDC) AND COMBINED LOGISTICS CAPTAINS CAREER COURSE (CLC3) STUDENTS ONLY**

LEDC and CLC3 students who report early to find housing must stop by the ALMC HHC to in-process and then report to Ft Lee Housing Office. HHC should be notified of any change in status-PCS, marital, etc., as soon as possible.

## Medical and Dental Care

**Emergency** medical care and transportation to the nearest emergency room (John Randolph Hospital (Hopewell) or Southside Regional Medical Center (Petersburg)) can be obtained by dialing **911**. The emergency crew will determine, based on the severity of the situation, which hospital the student will be transported to. **If personnel are experiencing chest pains, having difficulty breathing or have lacerations CALL 911.** As soon as possible, a student must inform either his instructor or HHC of the nature of the emergency.

Kenner Army Health Clinic (KAHC) provides **non-emergency** medical care for civilians on TDY on a walk-in basis at the Occupational Health Clinic (OHC). The hours of operation are 0730-1630 Monday – Friday. **An ID card and copy of TDY orders (DD Form 1610) is required prior to treatment.** The Occupational Health Clinic (OHC) is located in Building 8151B, B Avenue (near KAHC). For all other times, **military** students and **civilian** students who are covered by TRICARE, please call 1-866-645-4584 for an appointment in the Primary Care Clinic (PCC). Civilian students who are not covered by TRICARE, must call the PCC at 734-9166. The student/soldier **must** inform either his instructor or HHC before reporting to the OHC or the PCC.

Transportation to and from KAHC, the OHC, the Bull Dental Clinic, the PCC, and off-post medical facilities for **non-emergency** care is the responsibility of the student. A taxi service is available on Fort Lee by Burgess Cab 458-2535 or Rainbow Cab 862-1108.

If a KAHC physician refers civilian students on TDY at Fort Lee to an off-post-medical facility, prescriptions from the referred facility will be honored at KAHC if they are in the KAHC formulary. KAHC will not refill prescriptions for pre-existing conditions. **Civilian students in a TDY status must bring an adequate supply of medications for pre-existing medical conditions to last the duration of the TDY.** All bills incurred from civilian medical facilities are the responsibility of the student's home station.

Telephone numbers for these facilities are: **EMERGENCY 911**, Occupational Health Clinic, (804) 734-9159; Primary Care Clinic, (804) 734-9166; and Pharmacy, (804) 734-9137. The Kenner Information Desk is staffed 0400 – 2200 hours, Monday – Friday. The telephone number is 734-9000.

ALMC HHC, Student Services Office (primary POC) and Director of Administration and Services (alternate POC) personnel are available to assist when students are ill.

The Bull Dental Clinic (Bldg. 8204), located at 25th Street and C Avenue, telephone 734-9607/9608, provides **emergency assessment service only for civilian students, providing that they bring a copy of their TDY orders to present to the clinic before treatment can be rendered. Emergencies are ONLY seen during the sick call hours of 0700-0830.** The hours of operation at the clinic are 0730-1630 (closed for lunch 1130-1230). The emergency (after duty hours/holidays/weekends) phone numbers are: Cell – 586-2779 or Beeper – 778-9667.

## Post Exchange (PX)

AAFES operates the Community Shopping Center in Bldg. 1605, 300 A Avenue. Hours of operation are Monday - Thursday, 0900-2000, Friday and Saturday, 0900-2100, and Sunday,

1000-1800. This facility offers clothing, shoes, jewelry, giftware, luggage, power zone, music, stationery, health and beauty care, cosmetics, linens, furniture, mattresses, appliances/housewares and snacks. The telephone number is (804) 861-5970/5971.

The PXtra is located in Bldg. 9025 at Mahone Avenue and Battle Drive. Hours of operation are Monday - Saturday, 0700-2200, and Sunday, 0700-2100. This facility offers stationery, music, snacks, frozen food, liquor, wine, beer, ice, video rental, Western Union, money orders. The telephone number is (804) 862-3763.

All civilians on TDY are authorized limited PX privileges. (A copy of TDY orders and billeting key must be shown when making purchases.)

## **Commissary**

Civilian students on TDY at ALMC are NOT authorized to use the Fort Lee Commissary. Hours of operation are Tuesday through Friday, 1000-1930; Saturday, 0900-1700; Sunday, 1100-1700, and closed; Monday.

## **Military Clothing Sales Store (MCSS)**

Fort Lee boasts one of the finest MCSS in the military retail system. It is collocated in Bldg. 9025 with the PXtra and the Alteration Shop. Its hours of operation are Monday through Saturday, 0700-2000, and Sunday, 1000-1800. The telephone number is (804) 861-6223.

## **Concession Operations**

Concession operations in Bldg. 1605 (Main PX) include a barbershop, beauty shop, cellular phone shop, flower shop, optical shop, nutrition center and specialty shop. Concession operations in Bldg. 9025 (PXtra) include a barbershop, laundry and dry cleaner, long distance phone center and Sprint's barracks phone. See Appendix E for telephone numbers and hours of operation.

## **Army Community Services (ACS)**

Pots, pans, dishware, coffee pots, toaster ovens, strollers, futons, car seats, irons, and ironing boards are available through the lending closet at ACS, Bldg. 9023, on Mahone Avenue. These items may be checked out for 30 days. ACS requires one copy of official orders when checking out these items. ACS items are **only** available to U.S. service members in a PCS status for **6 months or more**. The lending closet hours of operation are Monday through Friday, 0800 to 1700. For information on other ACS, call (804) 734-6388.

## **Banking and Check Cashing**

SunTrust has two locations on Fort Lee. The main branch is located at 1400 Mahone Avenue, adjacent to the Lee Playhouse and opposite the U.S. Post Office. Lobby hours are Monday through Friday, 1000-1700. The drive-through hours are Monday through Friday 0900-1700. The main branch is closed on Saturday and Sunday. The Commissary Branch is located in the

Commissary on Shop Road, next to the Community Shopping Center (Main PX, Bldg. 1605). The hours are Tuesday through Friday, 1000-1900, Saturday, 0900-1700, and Sunday, 1000-1400. The branch is closed on Monday. SunTrust operates **two** automated teller machines (ATM's) at the main bank and **one** each at the following locations: the Commissary Branch (Bldg 1600), the Community Shopping Center (Main PX, Bldg 1605), the Medical Aid Center (14<sup>th</sup> and B Ave), the Quartermaster Museum (Bldg 5218), D.E.C.A. (Bldg 11200), the Bowling Center (Bldg 9040), Fort Lee Lodging (Bldg 8025), The Regimental Club (Bldg 2609), CASCOM (Bldg 10500), ALMC (Bldg 12500), and the PX Extra (Bldg 9025). For further information, contact SunTrust at (804) 862-2500 or (804) 541-2926, or call SunTrust Customer Service at 1-800-SUNTRUST (800-786-8787) 24 hours a day, 7 days a week.

Military students also may cash checks at the cashier's cage at the Community Shopping Center (Main PX, Bldg. 1605) with proper ID and travel orders. The limit for personal checks, drawn upon an established account, is \$300 per day and \$500 for Government checks. The hours of operation are Monday through Saturday 0900-2100 and Sunday, 1000-1800. The Customer Service area at the PXtra (Bldg. 9025) provides Western Union services. The Fort Lee Officers' and Civilians' Club and the Fort Lee Regimental Club (NCO) also offer check-cashing services.

## **Service Station**

The service station is located at A Avenue and 6<sup>th</sup> Street. The hours of operation are Monday through Friday, 0700-2000, and Saturday, 0800-1800 and Sunday, 1000-1800. The telephone number is (804) 861-6794. In addition to gasoline, this facility provides a full range of maintenance and repair services, Virginia State inspections and new tire and battery sales in Bldg. 1650. The service bays are closed on Sundays. All ALMC students may use the service station on an emergency basis. Routine use is available only if student orders authorize exchange privileges. Call (804) 861-6621/6794 for an appointment.

## **Shoppette Store**

The Jackson Circle Shoppette, located in Bldg. 19000, across from the Lee Avenue gate, is open Tuesday through Friday, 1300 – 1800, Saturday and Sunday, 1300-1800, and closed Monday. The telephone number is (804) 861-5540.

## **Dining Facilities**

In addition to the ALMC Cafeteria, other on-post dining facilities include: PX Food Court (Bldg. 1605), PXtra Food Court (Bldg. 9025), Burger King (Bldg. 4309), Golf Course Snack Bar (Bldg. 11810), Bowling Center Snack Bar (Bldg. 9040), the Fort Lee Officers' and Civilians' Club (Bldg. 9009), Nothin' Fancy (Bldg. 9009), and the Fort Lee Regimental Club (Bldg. 2609). See APPENDIX A for hours, locations and phone numbers.

## **Regimental Club (NCO)**

The **Fort Lee Regimental Club**, Bldg. 2609, is available to military personnel of all ranks (except AIT students), civilian employees, and TDY personnel. Personal checks will be cashed

up to \$100 per day for permanent party personnel and \$50 per day for TDY personnel. There is a cover charge on Friday night, Saturday night is FREE, and closed Sunday evening.

The brand new **Regimental R&R** (Rest and Recreation Center) is located in Building 650, C Avenue. All of the following is available at the R&R:

**Bistro Express** – opens at 0630 – features specialty coffees and desserts, smoothies, lattes, breakfast wraps and croissants.

**Bistro Grill** – offers a great lunch and dinner – you can also get a rack of ribs, pizza or chicken to go!!

**Cyber Café** – if you don't have the internet in your hotel – enjoy the cyber café – open every evening!!

They have a gift shop with baskets, stuffed animals, balloons of all types. There are lots of pool and foosball tables, game machines, air hockey and for the children, a “Kid Zone” with lots of entertainment for the children. The All-Star Lounge offers a great variety of over 10 types of draft beer.

Pool tournaments, dominos, poker, chess and lots more are all available at the Regimental R&R, located next to the Fire Station on C Avenue. Hours on Appendix A.

For more information, phone (804) 765-1523 or 765-1539.

## **The Lee Club**

The Lee Club is located on the corner of Mahone Avenue and Battle Drive in building P-9009, (804) 734-7545/7, Office hours: Tues – Fri, 0830 – 1700, closed on Monday. The Lee Club caters to a variety of functions from parties to weddings to military balls. For more information, see APPENDIX A. For a list of the activities offered at the Lee Club, see the MWR web page at <http://www.leemwr.com> and click on the Lee Club icon.

## **Public Affairs Office**

The Fort Lee Public Affairs Office ensures that the Fort Lee community is continually informed about post events, activities and programs. This community includes the service members, civilian employees, contractors, retirees and their family members on post and in the surrounding areas. The PAO is located at 1321 Battle Drive in the newly dedicated David Bloom Building, Bldg 9024. It is the installation's source for the release of information to civilian media and the conducting of interviews between the media with Fort Lee service members and its employees; organizes speaking engagements with members of the military, and assists in facilitation requests for the Fort Lee Band, the post's musical ambassadors to the community, via their many musical performances. The PAO initiates outreach programs within the local community fostering continued positive relationships between Fort Lee service members and the nation they serve. PAO also provides guidelines for requesting coverage of unit events and activities for both internal and external media. The PAO website, for additional information on Fort Lee activities and the surrounding communities, can be reached at: <http://www.lee.army.mil/pao/index.htm>.

## **Post Newspaper**



The Fort Lee *Traveller* is the official newspaper for Fort Lee. It is printed weekly and is distributed on Thursdays. The *Traveller* is available online at <http://www.lee.army.mil/pao/index.htm> and made available via racks at numerous locations on and off post, including the Community Shopping Center (Main PX), commissary, Bowling Center, Post Office, Gas Station and Shoppette, as well as delivered to all post-housing units. The deadline for submitting articles and announcements to the *Traveller* is noon on Friday of the week before publication. Submissions may be dropped off at the PAO, Bldg. 9024, or mailed to the Public Affairs Office, 1321 Battle Drive, Fort Lee, VA 23801-1531.

### **Command Information Television, Channel 70**

The Fort Lee Command Information source, Channel 70, provides 24-hour information on community activities and upcoming events. Programming includes community announcements, and important traffic and weather information that can be accessed from on-post television sets.

## **HEALTH AND FITNESS**

### **Clark Fitness Center**

Clark Fitness Center, Bldg. 2414, features the following: a free-weight training room, a machine room with Nautilus, a full line of Life circuit computerized weight-training equipment, Lifesteps, treadmills and Nordic Track ski machines; five racquetball courts; two full-basketball courts; full locker rooms with saunas for men and women and equipment checkout. Classes for aerobics and karate are also available for a nominal fee. Summer hours (1 June – 30 September) are Monday through Friday, 0515-1330, closed Saturday, Sunday and holidays. Winter hours (1 October – 31 May) are Monday through Friday, 0515-1330, closed Saturday, Sunday, and holidays. For additional information call (804) 765-3635.

### **MacLaughlin Fitness Center**

This fitness center located in Bldg. 4320 offers a weight-training room, a machine room with Nautilus, Lifesteps, treadmills and Nordic Track ski machines; four racquetball courts; two basketball courts; full locker rooms with saunas for men and women and equipment checkout. During the summer months (1 June–30 September) the facility is open Monday through Friday, 0530–0900 and 1100–2130, and Saturday, Sunday and holidays from 0800–1800. During winter hours (1 October–31 May) are Monday through Friday, 0530–0900 and 1100–2130 and Saturday, Sunday and holidays (except for Thanksgiving and Christmas), 0800 – 1800. Classes including aerobics and karate instruction are available. Tanning equipment is also available for customers. For additional information about this facility, call (804) 734-3070.

### **Swimming Pools**

The Battle Drive Community Outdoor Pool (located behind the Lee Club) opens Memorial Day Weekend and runs through Labor Day Weekend. Hours of operation are 1200-1900, 7 days per week. Pool is free to all ID card holders. Guest of ID card holders will pay \$5.00 per guest.

## **RECREATION AND WELFARE**

### **Morale, Welfare & Recreation Information**

Keep up to date with MWR activities, services, and special events! Here's how:

- *MWR Compass* – MWR's weekly section is packed full of information on upcoming fun stuff to do! Published in the *Fort Lee Traveller* newspaper, the *MWR Compass* typically comes out every Thursday of every month, highlighting all MWR happenings. The *Fort Lee Traveller* newspaper is available at all MWR facilities for you to pick-up.
- *MWR's Compass Online* – the electronic version of the *MWR Compass*, this little teaser will be e-mailed to you periodically to keep you up to date with highlights when you sign up on our e-mailing list. Just call MWR Marketing at 734-6524 to sign up for this free and helpful service!
- Our web site, <http://www.leemwr.com//> , offers general MWR facility information such as: description of services, price lists, locations, contact information, and more.
- Fort Lee Channel 70 and Fort Lee Lodging's Channel 11 – General MWR facility information on your TV!
- MWR Facilities – Of course, you can always walk into any MWR facility on Fort Lee to inquire about what is going on around post. Our helpful team members can answer many of your questions and guide you in the right direction.
- Fort Lee MWR hopes that you will enjoy the "lighter side" of Fort Lee during your stay. So get on out there and discover what is waiting for you!

### **Automotive Shop**

The Automotive Craft Shop, Building 9035, offers a wide range of self-help services including computer engine analysis, air conditioning repair, tire balancing, oil changes and general maintenance. Auto detailing includes a variety of cleaning services for your auto at a nominal fee. These services include auto upholstery replacement, washing, waxing, engine cleaning, and vacuuming and shampooing car interior. They also have a Long-Term Parking/RV lot. The cost is \$20 for small vehicle parking a month. Call for more details. Their regular hours of operation are Thursday and Friday, 1300-2000, and Saturday and Sunday, 0900-1600. Their telephone number is (804) 734-6858.

### **Outdoor Recreation Center and Equipment Rental Center**

Outdoor Recreation/MWR Equipment Rental Center, Building 15014, rents recreation equipment and lawn equipment, features ranges for archery, skeet, trap, sporting clays, and offers equipment/facilities for parties and picnics. Outdoor Recreation Center and Equipment

Rental Center hours of operation are as follows: 1000 – 1700 on Monday, Wednesday, Thursday and Friday; 0830 - 1200 on Saturday; Closed on Tuesday, Sunday and Holidays. The telephone number is (804) 765-2212. Wednesday through Sunday you can call (804) 765-2210, from 1200 - 1700 and find out the hours of operations/cost of hunting, trap/skeet ranges, and archery ranges. Outdoor Recreation also offers recreational hunting for deer, duck and turkeys.

This facility also offers lawn and garden equipment for rent at a nominal fee (based on rank). Items available include lawn mowers, line trimmers and tillers.

## **Outdoor Recreational Hazards**

Virginia offers a variety of outdoor recreation activities; however, there are always some dangers. Students planning to spend some time camping, hiking or just picnicking must be aware of the ever-present insects and ticks in Virginia. Dress appropriately and apply repellent.

## **Bowling Center**

The Bowling Center is located in Bldg. 9040 behind the PXtra (Bldg. 9025). Active and retired military personnel, their dependents, reservists, National Guard and civilian students may use the facility. (Civilian students must present a copy of their orders.) Hours of operation are Sunday through Thursday, 1100- 2100, Friday and Saturday, 1100-2400. The Snack Bar is open the same hours and offers hot and cold sandwiches, appetizers and beverages. On Friday and Saturday night from 1800-2400 *Glow-n-Motion* is featured. For further information, call (804) 734-6860/7485.

## **Golf Course**

The Golf Course, Bldg., 11810, is located at A Avenue and 41<sup>st</sup> Street. Students in a TDY status may purchase a TDY Monthly Membership (a copy of student's orders will be required) or pay daily fees to use the facility. Rental clubs and carts are available at a nominal fee. The hours of operation for the Pro Shop are 0700-dusk. The Snack Bar is open weekends from 0630 – 1500 and week days from 1000 – 1500. Twilight green fees are offered with the time dependent on the time of year. For additional information call (804) 734-1228/2899.

## **Lee Playhouse**

Lee Playhouse, Bldg. 4300 offers the community a live theater with volunteer actors from the surrounding area. Each season four main stage theatrical productions and four children's theater shows are featured. For a show schedule or to make reservations call 734-6629. Also, check out the MWR web page at <http://www.leemwr.com> for the 2005-2006 Season for Lee Playhouse.

## **Quartermaster Museum**

The Quartermaster Museum (Bldg. 5218) is a three-dimensional visual history book of the Quartermaster (QM) Corps. Reflected in the exhibits are past and present QM responsibilities for supply and service, subsistence, mortuary affairs, petroleum and water, aerial delivery, field services, and galleries portraying former missions such as clothing, heraldry, construction engineering, horse and mule remount, and transportation, ending with the Supporting Victory Gallery where the role of the Quartermaster Corps in wartime is portrayed. The history of Fort Lee, from World War I to the present, is told in the Fort Lee Gallery. Hours of operation are Tuesday through Friday, 1000-1700, and Saturday and Sunday, 1100-1700. The museum is closed on Mondays, Thanksgiving Day, Christmas Day and New Year's Day. The telephone number is (804) 734-4203.

### **U.S. Army Women's Museum**

The Army Women's Museum is a new state-of-the-art facility. You will find no prouder women than those whose history comes to life in this wonderful museum. The history of women's contributions to the Army spans from the American Revolution until today, and is told through exhibits, displays, films and archival materials. Hours of operation are Tuesday through Friday, 1000-1700, and Saturday and Sunday, 1100-1700. The museum is closed on Mondays, Thanksgiving Day, Christmas Day and New Year's Day. The numbers to call for group visitation are (804) 734-4327.

## **RELIGIOUS SERVICES**

### **Chapels**

There are several chapels at Fort Lee for Protestant and Catholic services. Notices of religious services are published intermittently in the post newspaper, *Traveller*. The Student Services Office maintains a listing of religious services and activities. Additional information also may be gained by calling (804) 734-6494.

Chapel locations are as follows:

- a. Memorial Chapel - Sisisky and Battle Drives, Bldg. 10600, 734-6494
- b. Patriot Chapel - C Avenue and 11<sup>th</sup> Street, Bldg. 3614, 734-6608/3383
- c. Heritage Chapel - Sisisky and C Avenues, Bldg. 2607, 765-3211/2592

### **Catholic**

Memorial Chapel – Sunday Mass, 0845 and 1200; Confessions, Sunday, 0815; Monday through Friday, 1145 Mass.

Patriot Chapel - Sunday, 1030 Mass; Confessions, 1000.

Catholic Language Masses: Spanish Mass, 1030, 3<sup>rd</sup> Sunday of each month at Patriot Chapel; Korean Mass, 1830, 4th Saturday of each month at Memorial Chapel.

### **Protestant**

Memorial Chapel - Sunday, 1015, Collective Protestant.

Heritage Chapel - Sunday, 0845, Collective Protestant.

Heritage Chapel - Sunday, 1115, Gospel.

Patriot Chapel - Sunday, 0830, Collective Protestant.

Spiritual Fitness Center – Sunday, 1000

### **Church of Jesus Christ of Latter Day Saints (Mormon)**

Church services held off post on Sundays, 0900-1200. Call 541-3139 for further information.

### **Islamic Services**

POC is Qahir Abdur-Rahman at 734-8255/458-1986 or the Installation Chaplain's Office at 734-6494.

### **Jewish Services**

Fridays at 1900 and Saturdays at 1000 at Congregation Brith Achim, South Boulevard, Petersburg. Call Rabbi Beck-Berman at 732-3968 for more information.

### **Duty Chaplain**

For emergencies only, call 734-1584/1586.

# APPENDIX A

## FORT LEE FOOD FACILITIES

Clubs, Cafeterias, and Snackbars throughout Fort Lee

### PXTRA (Bldg. 9025)

Taco John	Mon-Sat	1000-1900
	Sun	0930-1600
Anthony's Pizza (861-6480)	Mon-Sat	1030-1900
	Sun	1030-1600
Xpresso (861-0179)	Mon-Sun	0700-1600
Lil' Café (733-9300)	Mon – Fri	0900-1900
	Sat	1100-1900
	Sun	0900-1600
Food Court #2 (862-4642)	Mon-Thurs	1100-1900
	Fri	1100-2000
	Sat	1100-1900
Anthony's Pizza #2	Sun	1100-1600
Robin Hood #2	Mon-Sat	1100-1800
	Sun	1100-1600
Charley's Steakery (861-1627)	Mon-Sat	0800-2000
	Sun	0800-1800
Cinnabon (861-2096)	Mon-Sat	0800-1800
	Sun	0800-1600
<b>Burger King</b> (Bldg. 4309) (733-3839)	Mon-Fri	0630-2000
	Sat	0700-2000
	Sun	0800-1800

### GOLF COURSE

<b>SNACK BAR</b>	Mon-Fri	1000-1500
(Bldg. T-11810)	Sat-Sun	0630-1500

<b>ALMC CAFETERIA</b>	*Mon-Thus	0630-1400
(Bldg. 12500)	Fri	closes at 1300
	<b>*Full Service</b>	

### THE LEE CLUB

(Bldg. P-9009)

Breakfast	Mon - Fri	0630-0800
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Lunch	Mon - Fri	1130-1300
	Saturdays	CLOSED

Dinner	Mon - Fri	1730-2000
Tuesday Night Buffet		1800-2000

Nothin' Fancy

Tues - Fri	1600-Midnight
Tuesday Play Pool Free	
Wednesday Dart Tournament	
Thursday	Karaoke Night
Friday	Entertainment TBA
Closed Saturday, Sunday and Monday	

**FORT LEE REGIMENTAL CLUB (NCO)**

(Bldg. P-2609)

Breakfast	Mon and Wed	0700-0900
Lunch	Mon – Friday	1130-1330
Lounge	Mon-Thurs	1630-0100
Fri and Sat		1630-0200
Late Night Buffet	Fri	2100-0100

Bingo	Mon and Wed	1845
	Thursday Free Pack	1845

Super Bingo – once a month – prizes up to \$100,000

**Regimental R & R Center** (Bldg P-650, C Avenue)

Monday	Closed
Tuesday – Thursday	0630 – 2200
Friday	0630 – 2400
Saturday	1200 – 2400
Sunday	1200 - 2000

NOTE: Hours of operation (for both facilities) are subject to change. Check the Fort Lee weekly paper, *Traveller*, for up-to-date hours of operation.

## **APPENDIX B**



## **APPENDIX C**

### **SHOPPING MALLS**

**SOUTHPARK MALL (COLONIAL HEIGHTS)** Northeast of Petersburg/Northwest of Fort Lee

1. Follow I-95 North. Immediately after crossing the Appomattox River take the Southpark Boulevard exit
- OR
2. From the Main Gate take Route 36E (turn right) towards Hopewell, turn left at the first light onto Route 144/Temple Avenue and continue to the mall (4th light).

Some of the stores to choose from include: American Eagle, Bath & Body, Dillard's, Hecht's, J.C. Penney's and Sears.

**CLOVERLEAF MALL (CHESTERFIELD COUNTY)** Southwest of Richmond

Follow I-95 North to Chippenham Parkway (Route 150 North). Take 150 North to the second Midlothian exit (US Route 60 West). Get immediately in the left lane. Mall is at second light. Unfortunately, most of Cloverleaf Mall is closed.

**CHESTERFIELD TOWNE CENTER (CHESTERFIELD COUNTY)** Southwest of Richmond

Follow directions above for Cloverleaf Mall to US Route 60 West ( stay in the right lane). Continue on 60 West past Cloverleaf Mall for approximately 5 miles. Mall is on the right.

Some of the stores to choose from include: ExpressMen, Eddie Bauer, Lady Foot Locker, Whitehall Jewelers, Bombay Company, and Maggie Moo's.

**REGENCY SQUARE (HENRICO COUNTY)** Northwest of Richmond

Take I-95 to I-64 West (toward Charlottesville). Follow I-64 to second Parham Road exit. Take Parham Road south approximately 1-1/2 miles. Mall is on the right.

Some of the stores to choose from include: Abercrombie & Fitch, Femina, Glamour Shots, Guess, Kids Foot Locker, Lane Bryant, Sunglass Hut, and Victoria's Secret.

**STONY POINT FASHION OUTLET (CHESTERFIELD COUNTY)** Southwest of Fort Lee

Take I-95 North to Chippenham Parkway North (Route 150). Follow Chippenham past Hull Street Road and Midlothian Turnpike exits. You will pass Chippenham Medical Center (on the right). Bear right at the Stony Point Parkway exit. Bear right at the end of the exit. Stony Point Fashion Park is directly ahead.

Some stores to choose from include: Ann Taylor, Baby Gap, Champs Sports, Gordon's Jewelers, Lucky Brand Jeans, Saks Fifth Avenue, and Yankee Candle Company.

**SHORT PUMP TOWN CENTER (RICHMOND)** Northwest of Fort Lee

Take I-95 to I-64 West (towards Charlottesville). Take exit 178A which becomes a ramp. Take the ramp all the way to Broad Road into Broad Street. Take a left onto Broadview Lane. Go approximately 1/10<sup>th</sup> of a mile to Short Pump Town Center.

Some stores to choose from include: Lord & Taylor's, Nordstroms, Williams Sonoma, Pottery Barn, and Dick's Sporting Goods.

**THE POTTERY (LIGHTFOOT/WILLIAMSBURG)** East of Richmond/Northwest of Williamsburg

1. Take Route 36 East (from Main Gate, Fort Lee). Go through Hopewell to Route 10. Turn right on Route 10. Follow signs to the plantations and Benjamin Harrison Bridge (James River). After crossing the bridge take Route 5 East (toward Williamsburg). Approximately 3 miles after crossing the Chickahominy River, turn left on Route 614 North to Lightfoot. Take 614 to Route 60 and follow the signs to the Pottery.

OR

2. Take Route 36 East to 295 North to I-64 East, get off at Exit 234 to Lightfoot. There are numerous outlet stores and malls along Route 60 into Williamsburg (to include the Prime Outlets-Williamsburg with over 80 stores to choose from that include women's and men's apparel, health and beauty, shoes, luggage, housewares and food/beverages.

## APPENDIX D

### Directions to ALMC, Fort Lee

<p><b>From Northern Virginia</b> follow Interstate 95 South to I-295. From I-295 take Exit 9B, Route 36 West (Fort Lee/Colonial Heights). Immediately move over to the center or left lane (right lane turns right only). Pass through four traffic lights, turn left at the fifth light, and enter Fort Lee. After passing through the Lee Avenue gate, turn right at Adams Avenue (turn just before the light). Make a right onto Mahone Avenue (next light) and a left at Jessup Street (next light). Turn right at stop sign onto Quarters Road. Student parking is on the right and follow the road around to ALMC, Bldg. P-12500.</p>	<p><b>From Eastern Virginia</b> follow Interstate 64 West to Interstate 295 South. Take Exit 9B, Route 36 West (Fort Lee/Colonial Heights). Pass through four traffic lights, turn left at the fifth light, and enter Fort Lee. After passing through the Lee Avenue gate, turn right at Adams Avenue (turn just before the light). Make a right onto Mahone Avenue (next light) and a left at Jessup Street (next light). Turn right at stop sign onto Quarters Road. Student parking is on the right and follow the road around to ALMC, Bldg. P-12500.</p>
<p><b>From Western Virginia</b> take Interstate 64 East to Interstate 95 South. Follow Interstate 95 South toward Petersburg. Take exit 54, Temple Avenue (Route 144), turn right on Temple Avenue. Pass through four traffic lights and take a right at the fifth traffic light, which is River Road. Follow River Road to the end, and turn right on Route 36 West. Turn left at the next traffic light and enter Fort Lee. After passing through the Lee Avenue gate, turn right at Adams Avenue (turn just before the light). Make a right onto Mahone Avenue (next light) and a left at Jessup Street (next light). Turn right at stop sign onto Quarters Road. Student parking is on the right and follow the road around to ALMC, Bldg.P-12500.</p>	<p><b>From Richmond Airport</b> take South Airport Drive to Interstate 64 East. From Interstate 64 take Interstate 295 South. Take Exit 9B, Route 36 West (Fort Lee/Colonial Heights). Pass through four traffic lights, turn left at the fifth light and enter Fort Lee. After passing through the Lee Avenue gate, turn right at Adams (A ) Avenue (turn just before the light). Make a right onto Mahone Avenue (next light) and a left at Jessup Street (next light). Turn right at stop sign onto Quarters Road. Student parking is on the right and follow the road around to ALMC, Bldg. P-12500.</p>
<p><b>From North Carolina via Interstate 95</b> take exit 50A, Fort Lee/Route 460 East. Turn left on Hickory Hill Road (Route 109) and follow for 1 mile. Enter Fort Lee and make a right at Jessup Street (first traffic light). Turn right at stop sign onto Quarters Road. Student parking is on the right and follow the road around to ALMC, Bldg. P-12500.</p>	<p><b>From North Carolina via Interstate 85</b> take exit 68, Interstate 95 South/Route 460 East. Follow the signs for Route 460 Business/County Drive/Norfolk. Turn left on Hickory Hill Road (Route 109), and follow for 1 mile. Enter Fort Lee and make a right at Jessup Street (first traffic light). Turn right at stop sign onto Quarters Road. Student parking is on the right and follow the road around to ALMC, Bldg. P-12500.</p>

## **APPENDIX E**

### **CONCESSION OPERATIONS**

#### **BLDG. 9025 (PXtra)**

Barber Shop (861-6060)	Mon-Sat	0900-1900
	Sun	1000-1700
Candy Shop (861-2800)	Mon-Sat	0900-1900
	Sun	1000-1700
Dry Cleaning (732-1961)	Mon-Sat	1000-1900
	Sun	1100-1700
KC Fashions/Shoe Shine (861-6121)	Mon-Sat	1000-1900
	Sun	1100-1700
Kings Computer Technology (732-1880)	Mon-Sat	1000-1900
	Sun	Closed
MCC (862-9433)	Mon-Sat	1000-1900
	Sun	1000-1700
Alteration Shop (732-1691)	Mon-Sat	0900-1900
	Sun	1000-1700

#### **Bldg P-1605 (COMMUNITY SHOPPING CENTER)**

Main PX (861-5970)	Mon-Thurs	0900-2000
	Fri-Sat	0900-2100
	Sun	1000-1800
Suncom (536-8150)	Mon-Sat	1000-1900
	Sun	1000-1700
Barber Shop (861-5881)	Mon-Sat	0900-1900
	Sun	1000-1700
Beauty Shop (861-0965)	Mon-Sat	0900-1900
	Sun	1000-1700
Candy Shop	Mon-Sat	1000-1900
	Sun	1000-1700
Class Six (861-5970)	Mon-Sat	0900-1900
	Sun	1000-1800

Fone Frills (536-1955)	Mon-Sat Sun	1000-1900 1000-1700
Fatimah's Scent Shop	Mon-Sat Sun	1000-1900 1000-1700
Florist (732-7673)	Mon-Sat Sun	1000-1900 1000-1700
GNC (957-4961)	Mon-Sat Sun	1000-1900 1000-1700
Optical Shop (861-5035)	Mon-Sat Sun	1000-1900 1000-1700
Specialty Shop (861-1600)	Mon-Sat Sun	1000-1900 1000-1700
<b>Bldg P-1600</b> (Commissary) (765-2254)	Closed Monday Tue-Fri Sat Sun	1000-1930 0900-1700 1100-1700
<b>Bldg. 4320</b> Picture Perfect Frame Shop (765-3060)	Mon Tue-Wed Thu-Fri Sat	Closed 1400-1700 1200-1700 1000-1400
<b>BLDG. 5000 (Mifflin Hall)</b>		
Barber Shop (734-4415)	Mon-Fri Sat-Sun	0900-1700 Closed
<b>BLDG. 8525 (Behind the Military Police Station)</b>		
Barber Shop (861-6060)	Mon-Fri Sat-Sun	0900-1700 Closed
Laundromat		24 hours

## **APPENDIX F**

### **Mifflin Hall (Bldg. 5000)**

Transportation to Mifflin Hall: Transportation will be the responsibility of the student.

Building Entry: Only use authorized entry and exit ways. The authorized exit is at rear, center Mifflin Hall. All other doors have emergency alarms on them.

Telephones: a telephone and fax machine are available for student use in the Echo Company 244<sup>th</sup> QM BN orderly room. You will need to obtain a telephone personal identification number (PIN) from your instructor in order to place official business DSN or commercial calls or faxes.

Computers: Many of the classrooms have computers with internet access available for limited student use. You will need to obtain approval and a temporary login and password from your instructor in order to use them.

Elevator: An elevator is available on the first floor, near the staff duty office at the main entrance.

Mifflin Hall Food Court: A wide variety of vending machines are located on the first floor in the food court. Students will clean up after themselves when using this facility. Food is not allowed in the classrooms in Mifflin Hall. Beverages with lids are allowed as long as lids remain on cups at all times.

Desks should be straight, immediate areas cleared, and any trashcans in your classrooms should be emptied at the end of each day.